

City of Augusta Special Events Rental Contract

Event Date(s)

Please check appropriate site(s). Rental fee based on the number of sites used:

| Rental Fee | | | Rental Fee | | |
|------------|--|--|------------|---|--|
| | Amphitheater | | | Depot at Fifth Street | |
| | Riverwalk Plaza(s) 8 th 9 th | | | Riverwalk Bulkhead(s) 7 th 8 th 9 th | |
| | Augusta Common | | | Augusta Common Conference Room | |

Bookings are accepted on a first come first serve basis. A rental deposit of \$100 and the signed contract is required to confirm your reservation. The insurance, balance of the rental fee, and clean up fee must be received by Riverwalk Special Events at least sixty (60) days before the event. Riverwalk Special Events cannot guarantee any date(s) until the deposit is received.

| | |
|---|----|
| <i>Balance of Rental Fee</i> | \$ |
| <i>Cleanup Fee</i> | \$ |
| <i>TOTAL DUE (60 days before event)</i> | \$ |

| | | | | | | | | |
|---|--|---|--|---|------------------------------|-----------------------------|-----------------------------|--|
| Type of Event: | | | | Attendance Expected: | | | | |
| Name of Event: | | | | | | | | |
| Event Date(s): | | | | | | | | |
| Event Time(s): Setup: | | | | Start: | | End: | | |
| Name or Organization: | | | | | | | | |
| Person in Charge of Event (Lessee): | | | | | | | | |
| Telephone Number: | | | | Alternative Number: | | | | |
| Address: | | | | | | | | |
| Admission Fee: | | | | Tickets Available: | | | | |
| Security Personnel: | | | | Date Contacted: | | | | |
| Will this event require an electrician on Duty?: | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | | |
| Stage Size: | | | | Stage Set up Date: | | | | |
| Tent(s) Set up Date: | | | | Placement: | | | | |
| Trash Trailer Delivery Date: | | | | Placement: | | | | |
| Portable Toilets: Number Ordered: | | | | Handicapped: | | Sinks: | | |
| Delivery Date: | | Will portable toilets be serviced? | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | |
| Concessions Provided By: | | | | | | | | |
| Will alcohol be served during the event? | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | | |
| Alcohol Approval Date: | | | | | | | | |
| Liability Insurance Provider: | | | | | | | | |
| Hold Harmless Agreement: | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No (Must be less than 200 attendees and last 2 hours or less | | | | |

Lessee agrees to comply with all applicable guidelines and procedures that are attached and made part of this contract. All events are tentative until approved by Downtown Events.

Signature of Lessee: _____ Date: _____

Downtown Events: _____ Date: _____

Mail deposit and rental contract to: **Riverwalk Special Events, 836 Reynolds Street, Augusta, GA 30901**
(Make check payable to Augusta-Richmond County)